

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full-time position at the Andrews County Juvenile Probation Department. Applications are available in the office of the County Judge, in the Andrews County Juvenile Probation Department and online at www.co.andrews.tx.us and will be accepted **until position is filled**. Please return completed application and resume to the Andrews County Juvenile Probation Department, 215 NW 1st St. Ste. 127-A, Andrews, Texas 79714.

According to the Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee who is selected prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing as provided by the Personnel Policy.

JOB DESCRIPTION-DEPUTY

JOB SUMMARY: Assists Chief Juvenile Probation Officer and Juvenile Probation Officers in one or more areas of responsibility, and is responsible for one or more particular functions of the individual office, and is generally familiar with the overall responsibilities of the department.

DUTIES AND RESPONSIBILITIES:

- Responsible for all front desk duties, such as: greets the public, answers and screens phone calls, distributes mail and other communications. Responsible for maintaining and submitting various reports and statistical and other records. Prepares and maintains files. Enters and updates data management entries. Collects and processes fee collections. Operate and maintains various office equipment. Responsible for various bookkeeping duties. Assists with budget process and maintenance;
- Assists with implementation of various projects while continuing with individual areas of responsibility as well as other duties as assigned by the chief juvenile probation officer.

QUALIFICATIONS:

- Must have a High School Diploma or GED;
- Must have experience in computers, including Word Perfect, Microsoft Word and Excel, and be able to learn other programs as necessary;
- Must have experience in 10-key and other various office machines and equipment;
- Must be able to read, write, and speak English fluently;
- Must have experience in handling cash transactions;
- Must possess excellent customer service skills with the ability to interact with the general public and co-workers;
- Must be well-organized with the ability to multi-task and work well under pressure with flexibility and professionalism;
- Must have a clean criminal history and be able to pass a criminal background check;